

4 MAY 1993

APPENDIX E

NAVY FLYING CLUB FINAL AND UNUSUAL OCCURRENCE REPORT

SAMPLE MESSAGE

1. General. Learning through the experiences of others is an invaluable and vital tool in identifying and eliminating potential hazards before they result in mishaps. The format and content shown below are to be used for final reporting of Navy Flying Club incidents, and incidents that do not fall within the dollar or injury criteria discussed in appendix D, but identify potential or experienced hazards appropriate for community consideration. The report is to be submitted within 30 days, or sooner, depending on the severity of the incident. Omit items that do not apply or are not relevant to the incident.

2. Content and Format: (Precedence - Routine)

a. All material underlined in the format below shall be repeated verbatim in the text of the report, except mishap associated reports (refer to subparagraph 303d).

b. If any information required by the format of the report is obviously not appropriate for the hazard being reported, enter "NA" in the space for information.

c. The extent of the information provided in a hazard report may vary considerable, depending on the circumstances attendant to the hazard. If extensive information is required to explain a hazard and/or support conclusions or recommended corrective action, a hazard report might contain several pages. A "simple and well defined" hazard might be reported in a one- or two-page hazard report.

FROM: HOST ACTIVITY

TO: NAVSAFECEN NORFOLK VA

INFO: BUPERS WASHINGTON DC//65//
ALL NAVY FLYING CLUB ACTIVITIES (Optional)
CNO WASHINGTON DC//N505//

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Appendix E
To Enclosure (1)

OPNAVINST 1710.2E
24 MAY 1993

THIS IS A MISHAP REPORT TO BE USED ONLY FOR SAFETY PURPOSES PER
OPNAVINST 1710.2E

SUBJ: NAVY FLYING CLUB UNUSUAL OCCURRENCE REPORT (Report symbol
NMPC 1710-21)

Ref: OPNAVINST 1710.2E

1. Summary. Succinctly summarize the contents of the report in
two lines or less.

2. Data

a. Aircraft: Aircraft type, make and model.

b. Pilot: (1) total time (private and military); (2) total
time in type or model of aircraft involved; (3) time in all types
or models of aircraft flown during the last 90 days listed by
type; (4) date of last standardization flight check; (5) FAA
ratings held; (6) military status; (7) membership eligibility
status.

c. Copilot: (if applicable): (1) total time (private and
military); (2) total time in type or model of aircraft involved;
(3) FAA ratings held; (4) military status; (5) membership
eligibility status.

d. Other passengers (if applicable): (1) total number; (2)
membership eligibility.

e. Mission (if applicable): (1) type of flight; (2) flight
clearance; (3) phase of operations; (4) duration of flight.

f. Environment: (1) date; (2) local time; (3) local time
zone; (4) day or night; (5) location; (6) altitude AGL or MSL
(specify which); (7) weather; (8) other background information
needed to understand the remainder of the report.

g. Technical Information:

(1) For material failure, malfunction or design
deficiency, include adequate nomenclature.

(2) Life Support Equipment used or not used.

3. Narrative Description. A concise, chronological description
of facts, and circumstances leading to the occurrence and explain

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exactly how the hazard could result in damage and/or injury.

4. Corrective Action. Describe corrective action taken to eliminate the hazard or corrective action recommended to eliminate the hazard or if it is beyond the capability of the originator to formulate recommendation, so state.

5. Remarks. Contents of this paragraph are at the discretion of the originator.

6. Point-of-Contact (POC). List the rank/rate, name, title, DSN and/or commercial number of an individual designated to answer inquiries about the report. (NAVSAFECEN will become POC if Safety Center becomes originator to CAD).

7. Commanding Officer's Comments. (optional)